Plotting in Meyerson Hall

This guide provides instructions on printing to the large-format plotters in Meyerson Hall.

If you have not taken and passed the Printing and Plotting Quiz, you will not have access to large-format plotting.

Visit www.design.upenn.edu/it/printing to access the quiz and for more information!

1. Prepare your PDF file.

Printing in Meyerson Hall is based on a PDF workflow. Do not attempt to plot from your design program (e.g., Photoshop, Illustrator, InDesign, AutoCAD, Rhino, ArcGIS). After designing in your original program, you must create a PDF file and **print this PDF file from Adobe Acrobat or Adobe Reader**. Reference the guide on the following page for properly creating your PDF files from Adobe applications.

Also take note of the following tips for printing:

- Make sure your file is set to no more than 300dpi resolution.

- Make sure your file is set to sRGB color space.

- When creating your document, set your document size to less than the full width of the paper. The plotters cannot print full bleed, so you should allow for at least a ¼ inch border around your print.

    o For example, many of our plotters are loaded with 42-inch wide rolls of paper. If you are printing to one of these plotters, you'll want your document size to be no more than 41.5 inches wide.

- Make sure that you have a Master copy and a Print copy of your document so that any changes you make during print preparation are not saved to your original file.

- When you open your PDF to print, make sure the PDF is saved locally to the computer that you are working from, **NOT on a USB stick or external hard drive.**

- If you're working in one of our computer labs or on a public workstation, do not print your PDF from the Downloads folder. Copy the file to the Desktop or local Documents folder.

- Give yourself enough time to plot and troubleshoot any errors!

Follow these steps to prepare your file for Plotting to the Large Format Printers at Weitzman.

*tips
- save your file to the local drive or desktop before printing
- do not print over wifi
- do not print jpgs
- follow these steps and make sure to rasterize, embed links, and flatten files

Adobe Illustrator

Crop Art Board to The Correct Size
- Select the Artboard Tool
- Adjust the Artboard Size to the area you want to print

Convert Type to Outlines
- Select -> All
- Type -> Create Outlines

Flatten All Layers
- Window -> Layers
- Click on the drop-down menu on the top right of the palette window
- Click on Flatten Artwork

Embed All Images
- Windows -> Links
- Select all images that are not already embedded
- Click on the drop-down menu on the top right of the palette window
- Click on **Embed Image**
  If images are already embedded you will not be able to choose this option.

Rasterize All Vectors
- Select All Vectors
- Object -> Rasterize

Save As PDF
- File -> Save As...
- Choose **Adobe PDF** as File Format
- Click OK
- On the Pop Up, **Uncheck** *Preserve Editing Capabilities*

Adobe InDesign

Flatten All Layers
- Window -> Layers
- Select all your Layers
- Click on the drop-down menu on the top right of the palette window
- Click on Merge Layers

Embed All Images
- Windows -> Links
- Select all images that are not already embedded
- Click on the drop-down menu on the top right of the palette window
- Click on Embed Link
  If images are already embedded you will not be able to choose this option.

Save As PDF
- File -> Adobe PDF Presets -> High Quality Print

Photoshop

Flatten All Layers
- Window -> Layers
- Click on the drop-down menu on the top right of the palette window
- Click on Flatten Image

Save As .tiff
- File -> Save As...
- Choose tiff
- Click OK
- On the Pop Up, Uncheck Preserve Editing Capabilities

*Use Photoshop If you are having trouble printing your PDF.
It is likely the file has not been flattened or rasterized properly.

Use Photoshop to fix the file by opening the problematic pdf in photoshop. Check and make sure your file is flattened. Check your image size. If the file is larger than 500 MB, change the resolution to be 150-200 DPI.

Save this file as a .tiff and print from Photoshop.

Check your file rotation, Photoshop will not auto rotate your file, so you must rotate and save the file before printing.

2. Connect to Vulcan, our print server.

- Navigate to the Windows start menu and type in **\\vulcan.design.upenn.edu**. Hit enter. Or you can open a File Explorer window and type it into the address bar.
  - You must be located in a Design building and connected to the network via Ethernet in order to access Vulcan.
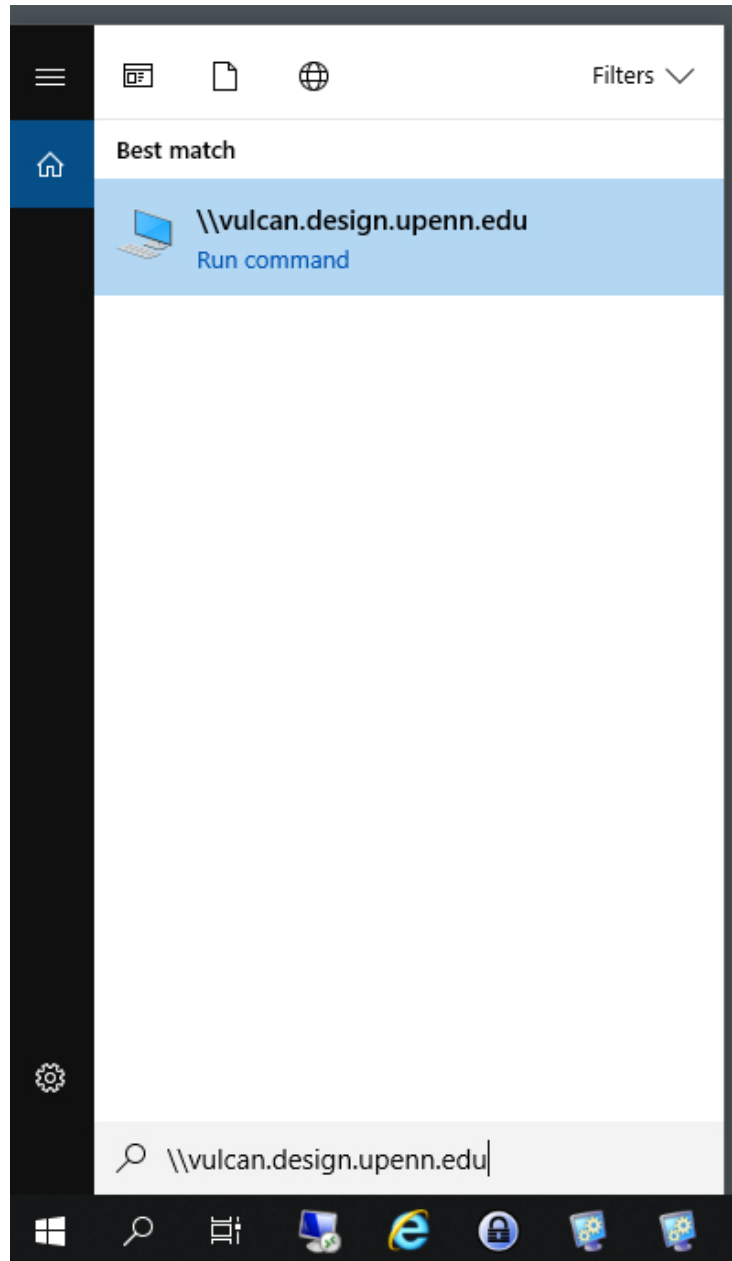
- **If you are using your own PC**, you will be prompted to enter your Design username and password to access Vulcan. You should enter your Design credentials as follows:

  Username: design\YourDesignUsername or YourDesignUsername@design.upenn.edu
  Password: YourDesignPassword

- If you're using a public Design computer (computer labs or hallway workstations), then you will not be prompted to log in with your Design credentials because you already logged in to use the computer.

- A window will pop up that displays all of the printers on Vulcan.
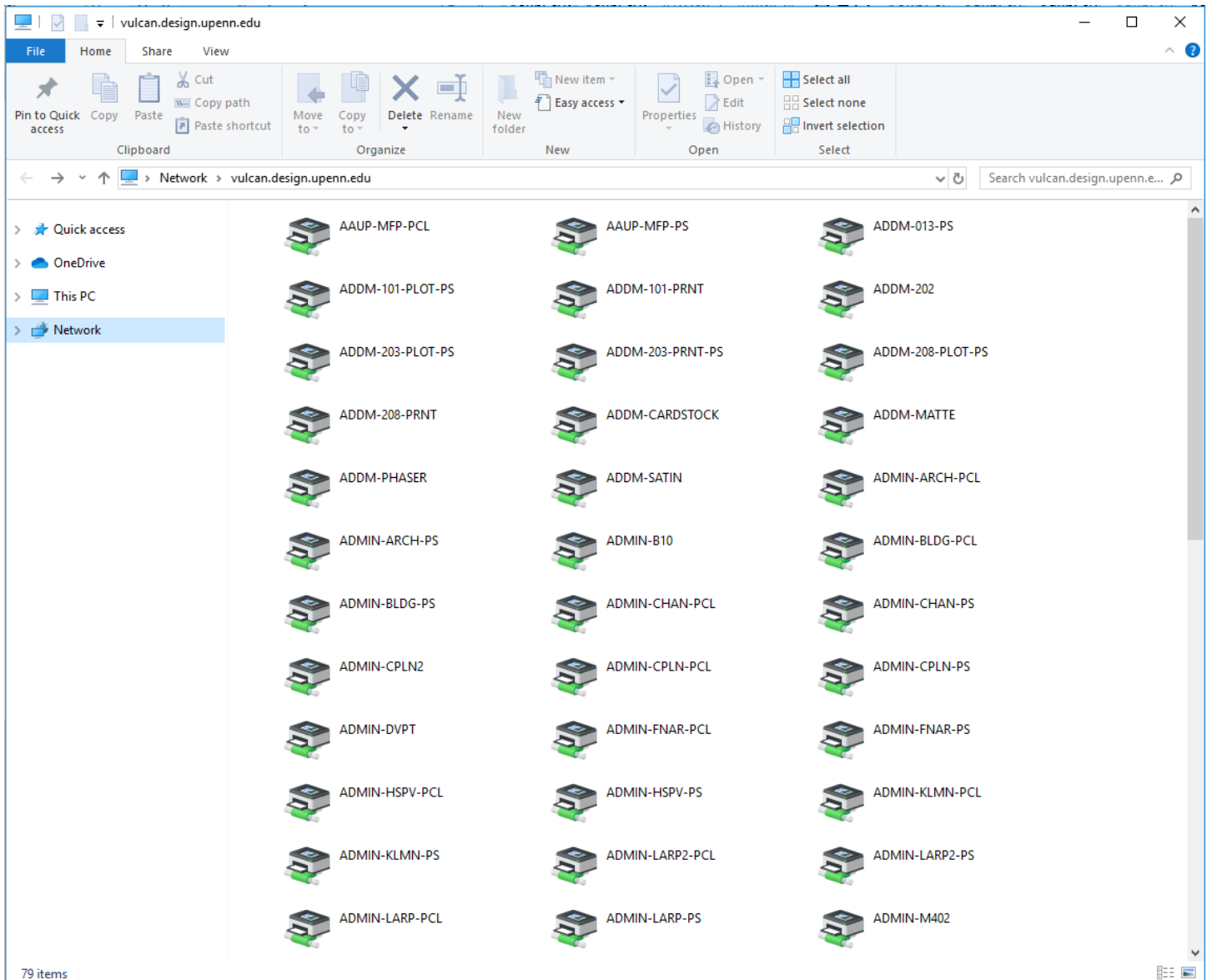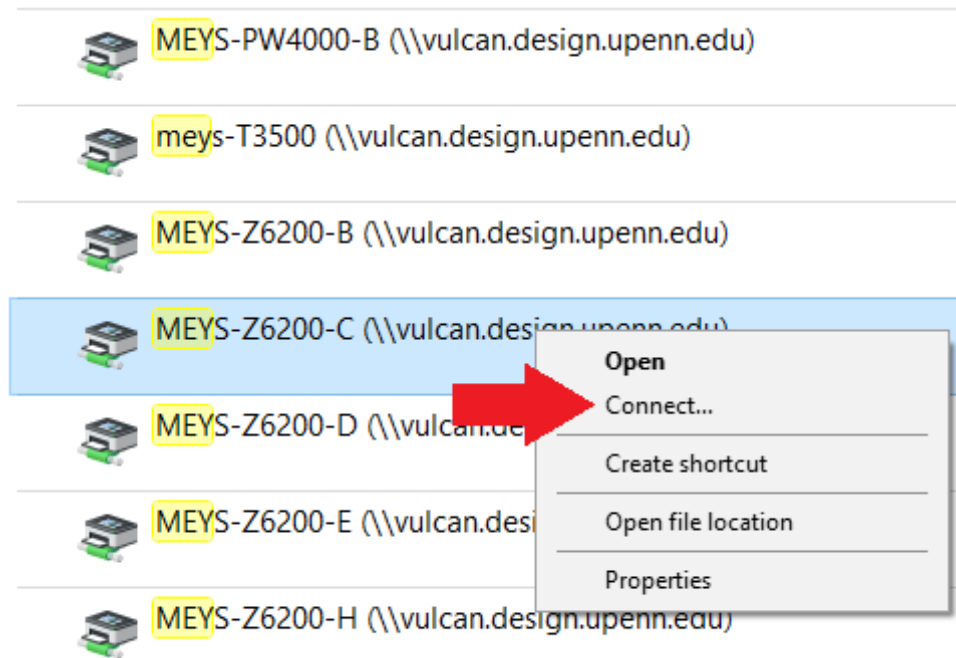
- To display only the printers and plotters in Meyerson Hall, search for "MEY" in the upper-right hand corner of File Explorer.
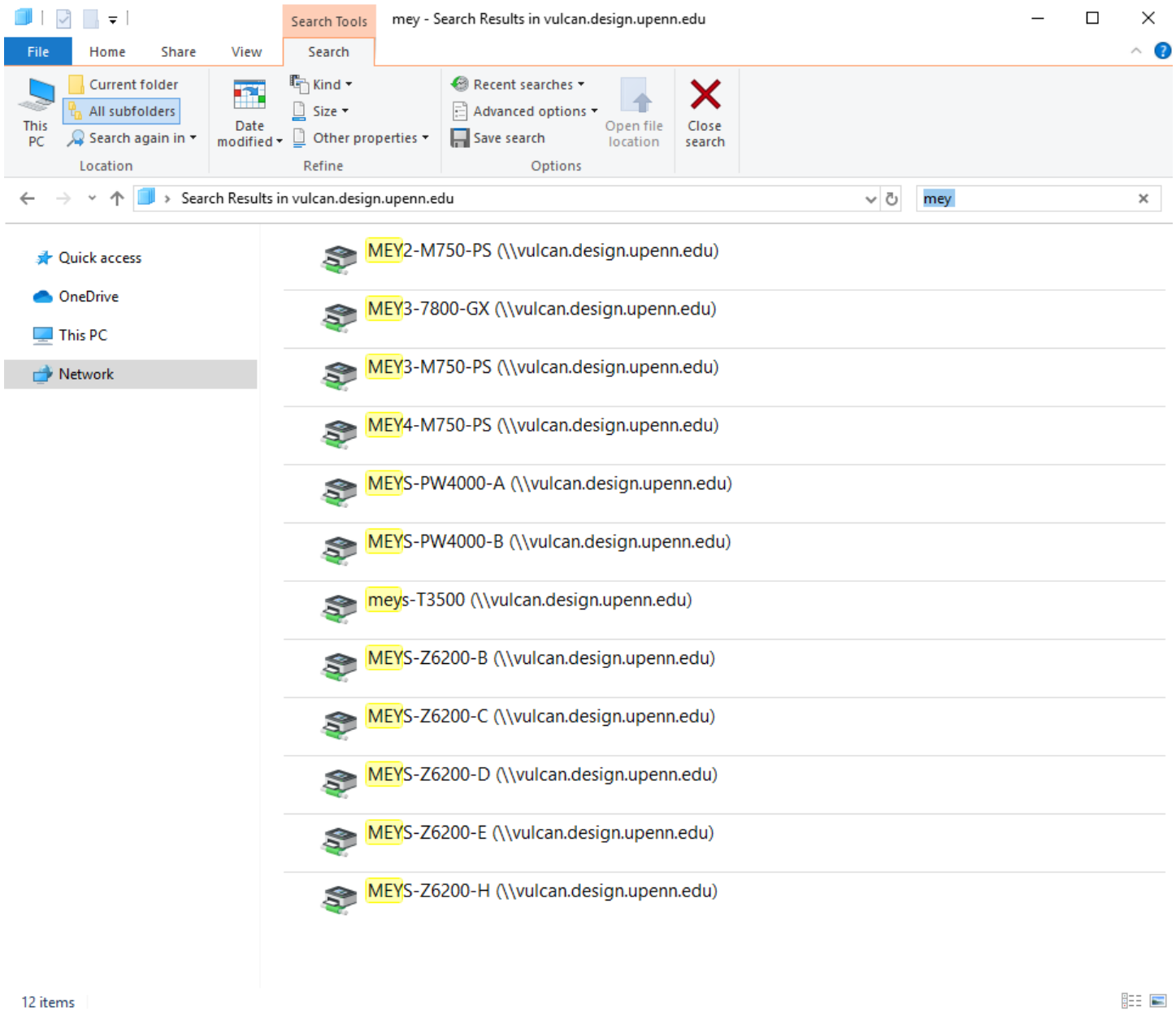
3. Connect to the desired printer.

- Select the desired printer. Right-click and select **Connect** from the menu. This installs the printer drivers. Sometimes the installation takes a minute or two, so be patient!


- o Check the IT Services Printing webpage (https://www.design.upenn.edu/it/printers-pricing) for an up-to-date list of the media loaded on our printers/plotters and the corresponding sizes and prices. You can also check out our plotters in person – there is a physical sign posted on each printer and plotter which includes the name, media type, and cost. Please reference this when adding the printer of your choice.

4. Open your PDF file in Adobe Reader or Adobe Acrobat.

<mark>Do not open your PDF using Microsoft Edge or any other browser!</mark> If you don't want to sign into your Adobe Creative Cloud account, open your file in Adobe Reader.
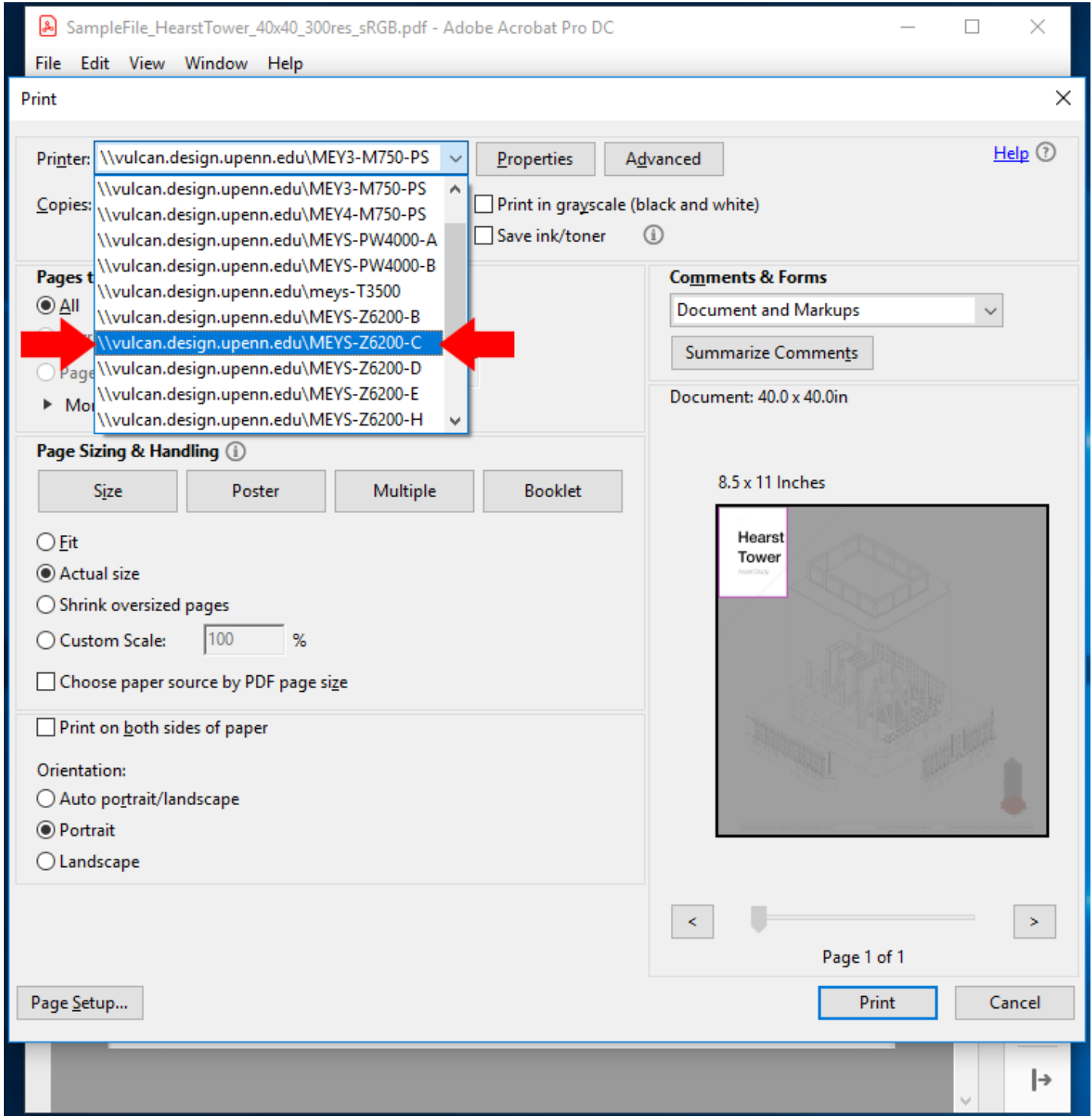
Hover your mouse in the bottom left corner to preview the size. This file is 40"x40".
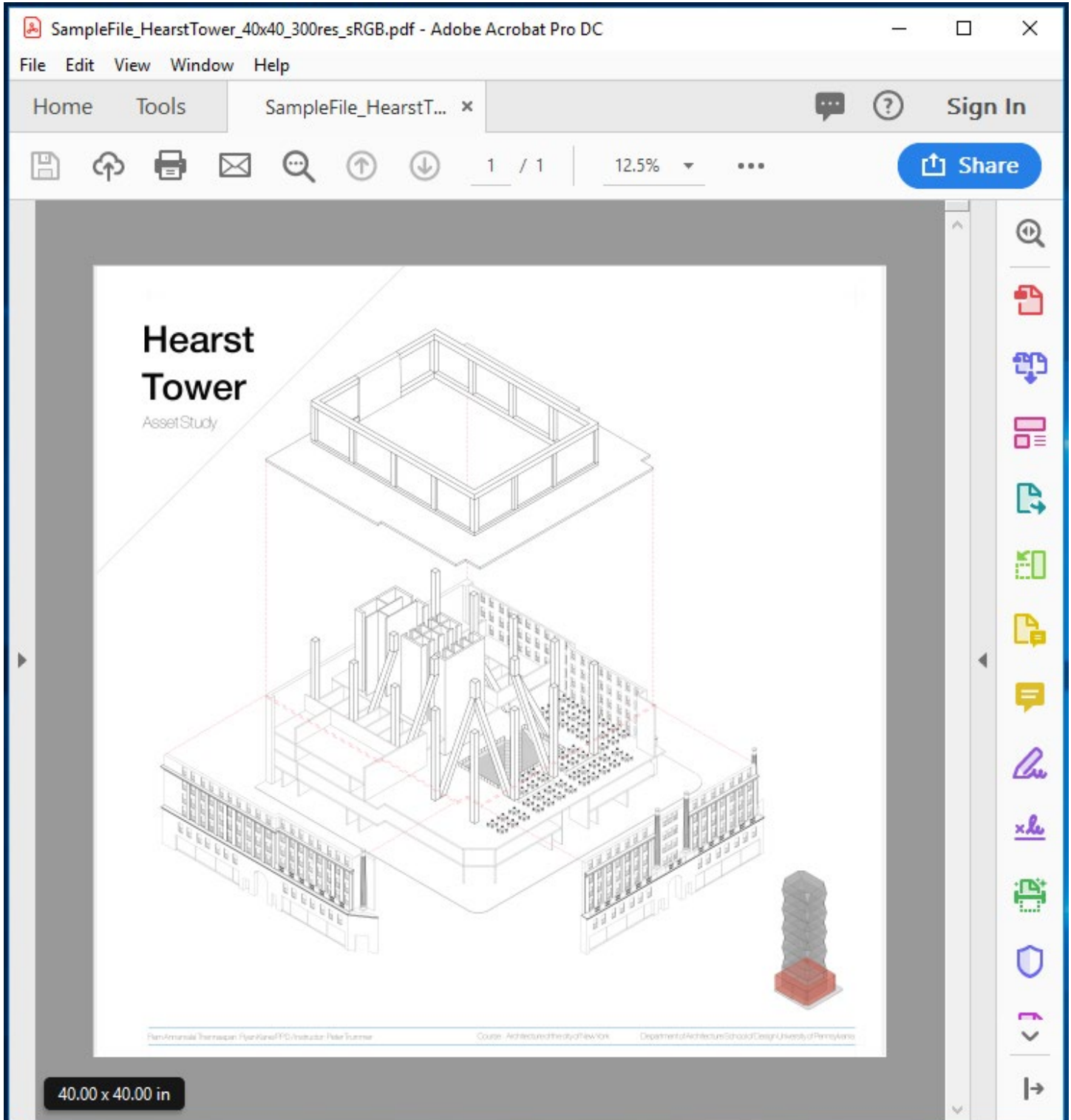
5. Select the plotter in the print window.

- File > Print.
- The printer that you selected previously will now appear in the list of printers. Select the printer in the drop-down menu.

6. Create a custom size for your print.

- In the print window, click on Properties, then Paper/Quality. Under Document Size, click **Custom.**
- In the "Custom size" window that appears, type in the width and length of your document.
- Give your custom size a name and save.
- **Note: The document size determines the cost that you will be charged.**
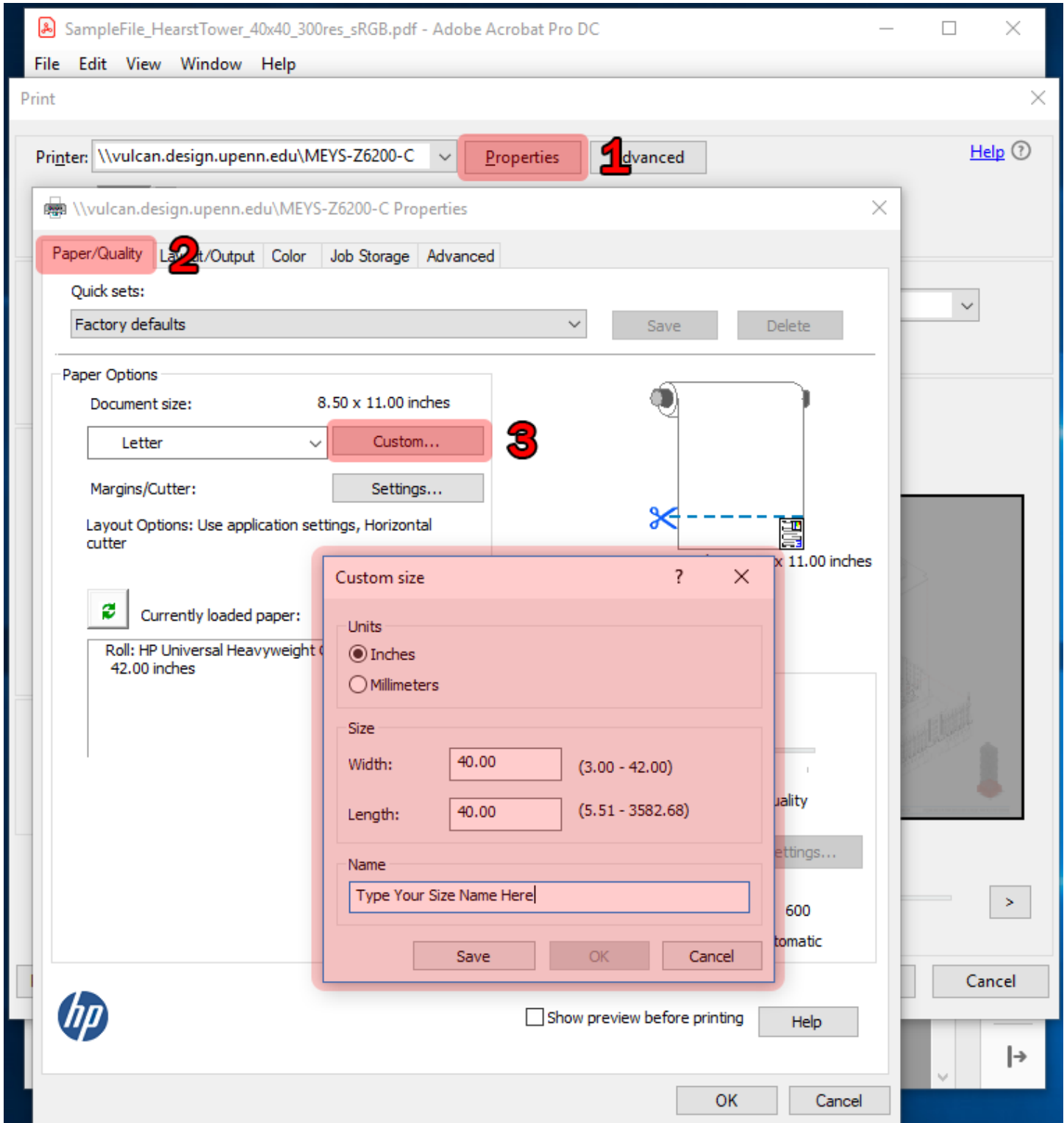
7. Set Print Quality settings.

- For the HP Z6200 plotters, under Print Quality, you can toggle between Speed and Quality for your print job. Move the blue pointer to the left or right based on your preference.
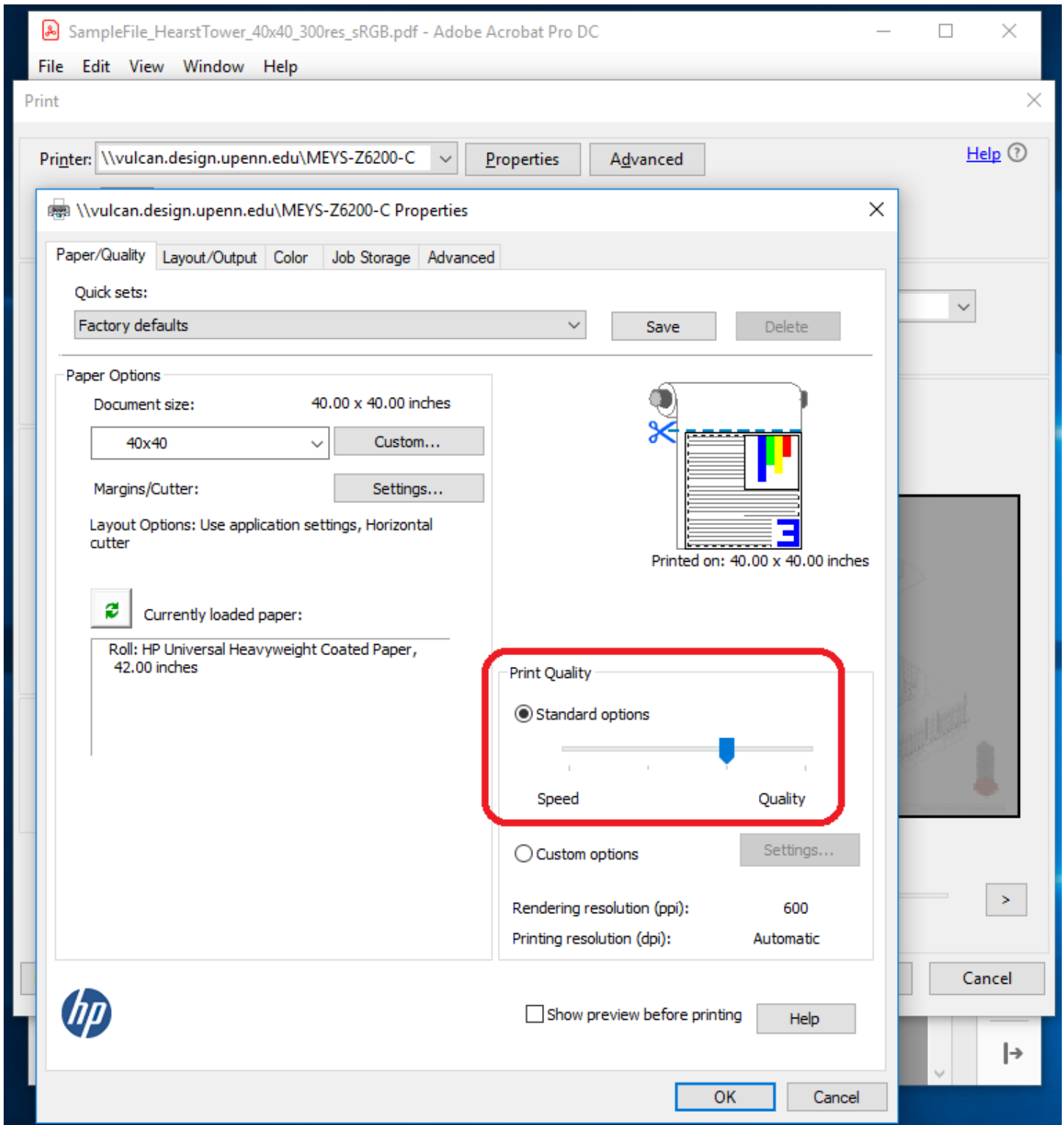
8. Check the rotation of your document.

- Choose the **Layout/Output** tab. For Rotation, choose Autorotate. Toggle between Portrait and Landscape and look at the diagram to check the rotation of your document.
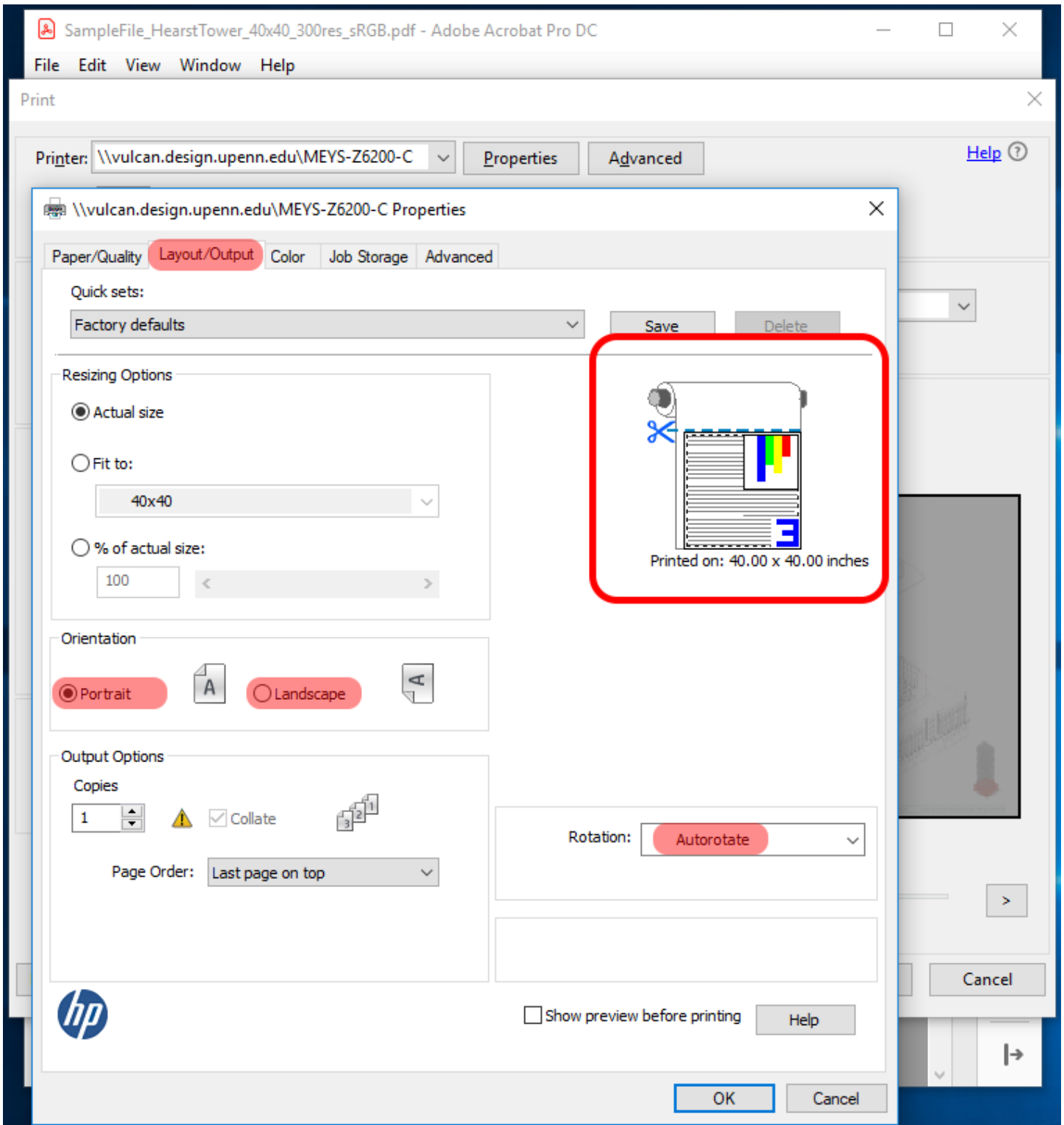
9. Check Paper Sizing & Handling settings.

- Check the preview of your print job to make sure it's rotated correctly. The document size should now be updated to reflect the custom size you entered.
- Choose **Actual size** to prevent the printer from scaling your document incorrectly.
- Make sure that "Choose paper source by PDF page size" is **NOT** checked.
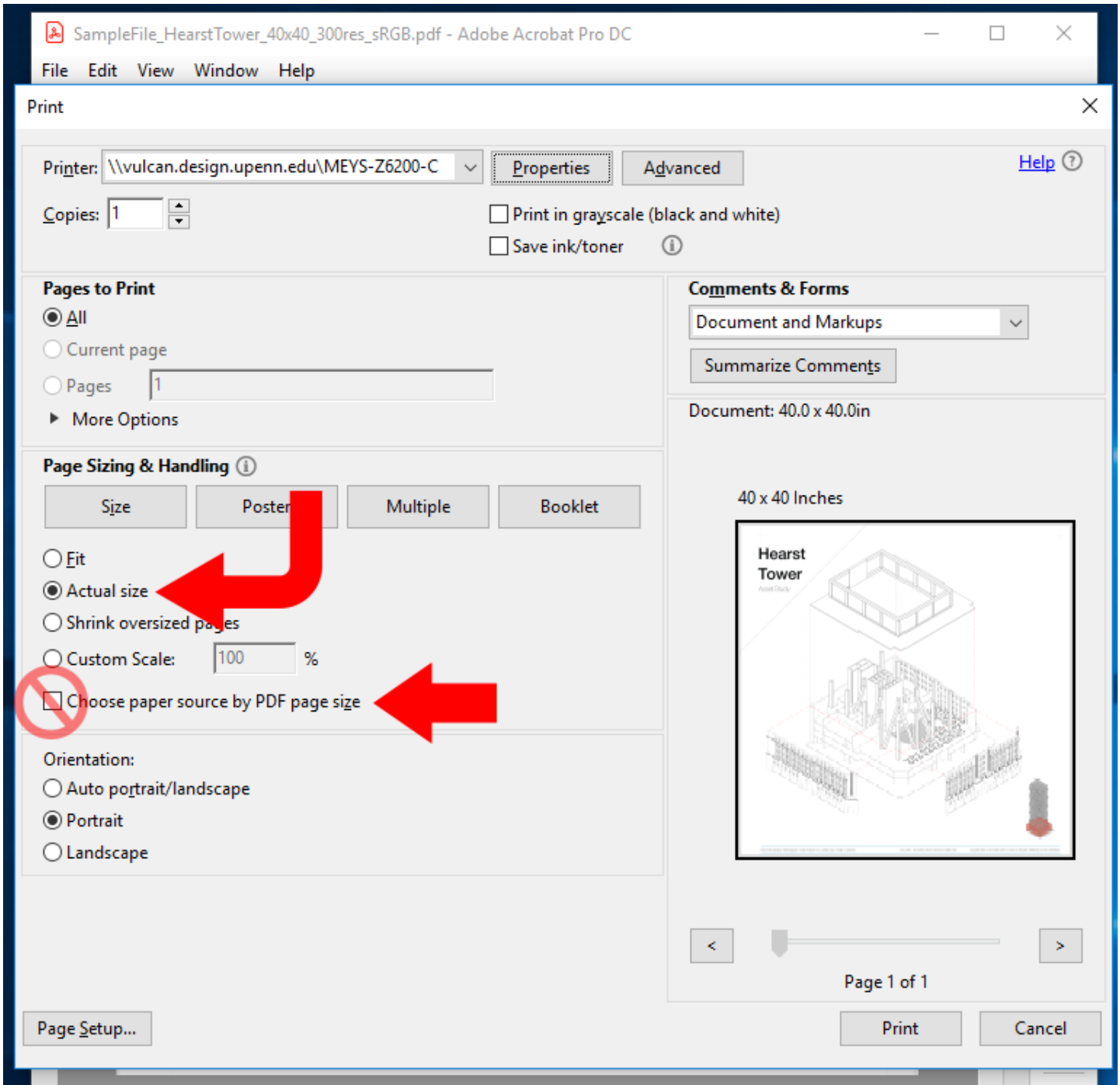
You are now ready to plot! If you have any questions, stop by the IT Help Desk at 325 Meyerson Hall or email ithelp@design.upenn.edu.